



November 30, 2016

Dear Federal Real Estate Partner:

I am pleased to write to you as the new Associate Assistant Commissioner for the General Services Administration's Public Buildings Service (PBS), National Office of Real Property Asset Management, where my focus is to lead PBS' engagement with you, our real estate customers. I have worked with many of you over a number of years in prior roles as PBS Chief of Staff and Deputy Regional Commissioner in New York, and we have discussed the importance of effective portfolio and project planning.

As outlined in the attached September 2015 email, PBS has adopted new timeframes to work with your agency to develop requirements and deliver space in a timely manner. Over the past year we have been focused on engaging with you earlier in the process, and working more collaboratively toward these goals.

Moving into calendar year 2017, GSA PBS will be introducing new requirements development processes and tools to engage your agency in consistent and collaborative discussions when finalizing your strategic requirements such as square footage, parking, delineated area, utilization standards, high level project schedule, estimated budgets and unique operational needs.

Your PBS point of contact will soon follow up with you to share additional information on these upcoming changes. We look forward to a meaningful dialogue with you as we continue to improve Federal space planning and acquisition processes.

In closing, I encourage you to attend two upcoming GSA PBS hosted events which will also provide greater detail on the changes being made to PBS' requirements development processes:

- Virtual Client Enrichment Series Webinar: Planning and Requirements Management on Thursday, December 15, 2016.
- In-Person Planning and Requirements Management Customer Event at the GSA Central Office, 1800 F Street, NW, Washington, DC location on Wednesday, January 25, 2017.

Thank you, and I look forward to seeing you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Kochanski", written over a horizontal line.

Benjamin A. Kochanski
Associate Assistant Commissioner
Office of Real Property Asset Management
Public Buildings Service